



JOB DESCRIPTION

TITLE: Planner	JD: 039
DEPARTMENT: Planning & Community Development	EFFECTIVE DATE: 2/5/13, rev 7/11/16
REPORTS TO: Planning Manager	FLSA STATUS: Non-Exempt
SUPERVISES: N/A	UNION STATUS: Represented

ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

JOB PURPOSE/SUMMARY

The Planner is responsible for reviewing applications and dispensing information relating to a wide variety of building, zoning and development processes to numerous audiences, including the public, development professionals, City staff, Design Review Board, Planning Commission, City Council and the Hearing Examiner. This is a professional position with responsibility for reviewing a variety of planning permits, including subdivision, shoreline, critical area and zoning permits, and reviewing building permits for conformance with planning and environmental regulations. The Planner is responsible for ensuring compliance with the Growth Management Act, Shoreline Management Act, State Environmental Policy Act and the City's Comprehensive Plan, and for assisting in drafting, reviewing and processing ordinances and a variety of planning policy documents.

PERFORMANCE EXPECTATIONS

- **Leadership:** Contributes to a positive work culture consistent with the City of Bainbridge Island Leadership Philosophy, actively welcomes new approaches to public service and supports change and process improvements at all levels within the organization.
- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to whom service is provided.

ESSENTIAL FUNCTIONS

- Functions as a member of the Planning and Community Development team, working closely with the Planning Manager and others to conduct current and/or long range planning projects and day-to-day activities in accordance with the City's and Department's goals and policies.
- Provides technical and procedural assistance in a clear, concise and professional manner to the general public and development professionals for all applicable codes, ordinances and regulations involved in the permit process; assistance may be given to the public or development professionals at the front counter, in small groups or over the phone.
- Reviews, evaluates and prepares staff recommendations of building and other development permits and ensures plans are complete; issues permits as appropriate, once application has received all required reviews and approvals; conducts site visits of development applications and building permit applications.
- Identifies, develops and conducts technical research and planning projects related to matters such as compliance with the Growth Management Act, updates of the City's Comprehensive Plan, natural resources planning, the State Environmental Policy Act, or the Shoreline Management Act.
- Prepares letters, notices, reports, recommendations, sub-area plans, policies, draft ordinances and resolutions and presents them to higher levels of authority; participates in hearings before the Planning Commission, City Council, Hearing Examiner and other administrative or judicial functions; researches policies and procedures in other jurisdictions.

- Assists in coordinating planning activities with local, state and federal agencies as appropriate, including responsibility for project management and for coordinating day-to-day compliance activities with the City's Code Compliance Officer.
- Maintains timely and regular attendance.
- Other duties as assigned.

KNOWLEDGE OF:

- The concepts, principles and practices of urban planning and community development in current or long range planning with knowledge in related planning areas sufficient to coordinate with other planners, Building Division staff and other City departments.
- Procedures for compliance with the State Environmental Policy Act.
- Methods and techniques of community involvement; knowledge of governmental and development processes.
- The type and content of laws, codes and policies governing urban planning and land use.
- City organization, operations, policies and procedures.

ABILITY TO:

- Read, analyze and interpret complex codes and documents, to respond effectively to most sensitive inquiries or complaints, and to make effective and persuasive written and oral presentations on controversial or complex topics.
- Read and interpret maps, plans, construction drawings, property descriptions, utilize architectural and/or engineering scales and operate personal computers.
- Deal effectively with individuals or divergent views, handle difficult situations and present technical concepts so that lay persons can understand them.
- Define problems, collect data, establish facts and draw valid conclusions, to interpret an extensive variety of technical instructions in mathematical or diagram format, to deal with abstract, quantitative, qualitative and concrete variables, and to develop improved and standardized procedures.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

A bachelor's degree in urban planning, community development, public administration, environmental studies or a related field and 3 years of progressively responsible experience in plan review, permit issuance and planning and community development; OR any combination of experience, education and training that would provide the level of knowledge and ability required.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid Washington State driver's license is required.
- Successful completion of a pre-employment background check is required.

WORKING CONDITIONS

The regular work schedule is Monday through Friday, 8 am to 5 pm. Work is primarily performed in an office which is busy, oriented to public service and subject to work interruptions. Noise level is moderate. Position infrequently requires outdoor work, which includes driving a vehicle. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards and inclement weather conditions. Attendance at meetings before or after regular work hours is required.

PHYSICAL REQUIREMENTS

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

The City of Bainbridge Island is an Equal Opportunity Employer. We hire, train and promote without discrimination due to race, color, religion, gender, national origin, ancestry, marital status, honorably discharged veteran or military status, age, sexual orientation, genetic information or disability. Hiring, promotions, lay-offs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.